

Adoption Exchange Staffing Requirements

Staff:

Title/Position:

Date of Hire:

“The Contractor shall ensure all employees, subcontractors, interns, and volunteers who perform direct services are trained and receive at a minimum of four hours of training on the following topics prior to providing services under this Contract and annually thereafter.”

4 hours of Training prior to providing services & 4 hours of annual training

- ☐ 1. Code of Conduct (signed before allowing any employee or volunteer to work-one time.)
- ☐ 2. Orientation to the requirements of this Contract.
- ☐ 3. Questions to ask the Client's CM when creating the Client's profile.
- ☐ 4. Implementing protocol for fielding calls from prospective adoptive families.
- ☐ 5. Assessing a potential adoptive family's readiness to adopt Waiting Child(ren).
- ☐ 6. Screening home studies for qualities the CM has identified as important for the Client to be successful in a family.
- ☐ 7. Participating in DHS/DCFS committees to help assess which prospective adoptive family may be best suited to helping the Client successfully meet the child's long-term needs.
- ☐ 8. Using the recruitment practices and tools outlined by the National Resource Center for Diligent Recruitment (available at <http://www.adoptuskids.org/nrcdr>)
- ☐ 9. Overcoming the challenges of finding adoptive parents/families for Waiting Children in statistical categories where adoptions are low (older children, sibling groups, children with disabilities, etc.).
- ☐ 10. How to respond to requests for post-adoption support and how to refer post-adoption families to the resources that will be most helpful to them.
- ☐ 11. Other evidence based and/or evidence informed models related to public child welfare adoptions and/or post-adoption support that have been approved by the DHS/DCFS Adoption Administrator.

Assessments for all training

The Contractor shall develop and implement a method to assess and measure the trainees' understanding of the information and materials presented in each training session.

Required Training Documentation

1. Training title as listed in this Contract and a brief description of course content
2. Date Training Completed
3. Duration of Training Course
4. Instructor name and qualifications
5. Employee Signature (Hand or Electron)
6. Documentation of each trainee's competency in the training